



CHILD SUPPORT SERVICES, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CHILD SUPPORT SERVICES, DEPARTMENT OF	RELEASE DATE:	Friday, August 3, 2012
POSITION TITLE:	Chief Financial Officer	FINAL FILING DATE:	Thursday, August 16, 2012
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 7,815.00 - \$ 8,616.00 / Month	BULLETIN ID:	07252012_3

POSITION DESCRIPTION

Under the general direction of the Deputy Director, Administrative Services Division (ASD), the Chief Financial Officer provides guidance and leadership to the Budget and Procurement Branch and the Accounting Services Branch managing the Department's budgeting and fiscal activities. The incumbent is the Chief Financial Officer for the Department and serves as the primary financial advisor to executive management on financial management and policy issues. These responsibilities have a direct impact on the formulation of departmental fiscal policies, executive decision making, program effectiveness and the quality of services provided to the public. The incumbent also provides advice and recommendations to Local Child Support Agencies on the best practices for financial operations. The Chief Financial Officer acts on behalf of the Deputy Director, Administrative Services Division in her absence, and assists the Deputy Director in performing the functions necessary to accomplish the objectives of the Administrative Services Division and the Department of Child Support Services.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or

more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional

qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

THE APPLICATION AND STATEMENT OF QUALIFICATIONS MUST INDICATE YOUR TOTAL YEARS OF EXPERIENCE (TO AND FROM DATES) AND EACH CIVIL SERVICE CLASSIFICATION (NOT WORKING TITLE) PERFORMING EACH OF THE ACTIVITIES BELOW:

- a. Leadership experience in working collaboratively with state or local governments or political subdivisions, local community-based organizations, or public or private agencies in implementing and operating complex and large-scale programs or projects. The risk and rewards of success or failure must have been substantial.
- b. Administrative experience communicating with the Governor's Office, the Legislature, the Department of Finance, other high-level officials, and departmental managers.
- c. Ability to demonstrate managerial capability and experience to work independently in an unstructured environment.
- d. Experience in recommending, developing and implementing policies relative to a fiscal support system, analyzing complex problems, recommending effective courses of action, developing mechanisms for identifying, evaluating and mitigating issues and risks and measuring accountability.
- e. Ability to develop and maintain a fiscal support system. Knowledge of federal and state laws, program rules and regulations, State, federal, and county fiscal management procedures, administration goals and objectives, and a variety of fiscal forecasting methodologies.
- f. Excellent written and oral communication skills.

DESIRABLE CHARACTERISTICS

- a. Leadership - Ability to embrace a leader's role and continuously model the behaviors, traits, values and characteristics of a successful leader, which includes: integrity, accountability and ethical behavior; understand and promote the vision and departmental mission; set and attain goals; create a clear sense of purpose; manage change; be creative and innovative; and plan strategically.
- b. Communication Skills – Ability to present information and express ideas in a clear, confident and convincing manner; and to receive, attend to, interpret and respond in ways that are appropriate to listeners and situations.
- c. Decision-Making – Ability to make informed decisions via objective data, research and analysis, and input from team members and key stakeholders; understand good government; and make difficult decisions and understand consequences of actions.
- d. Team Work – Understands that success is achieved through the maximization of the skill sets of team members; possess the ability to continuously inspire, motivate, and coach diverse work teams to achieve goals; collaborate to achieve common goals and objectives; utilize effective consultation and negotiation skills, and creates a work culture that attracts and retains diverse and talented people.
- e. Customer Service Orientation – Understands the importance of customer service and ensures

customers' expectations and needs are met and/or exceeded; represents the department in a professional and respectful manner; is attentive to importance of time and urgency of issues; and understands and is sensitive to political influences.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief Financial Officer**, with the **CHILD SUPPORT SERVICES, DEPARTMENT OF**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

THE EXAMINATION WILL CONSIST OF AN APPLICATION, STATEMENT OF QUALIFICATIONS (SOQ) AND A QUALIFICATIONS APPRAISAL PANEL (QAP). THE SOQ WILL CONSIST OF RATING CRITERIA WORTH 100 POINTS. CANDIDATES WHO RECEIVE A PASSING SCORE WILL BE SCHEDULED FOR THE QAP WEIGHTED 100%.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

CHILD SUPPORT SERVICES, DEPARTMENT OF, Personnel Services Section/Administrative
Services Division
PO Box 419064 MS-631, Rancho Cordova, CA 95741-9064
Cynthia Logan | 916-464-5372 | Cynthia.Logan@dcss.ca.gov

ADDITIONAL INFORMATION

Applications may be filed in person at 11150 International Drive, 1st Floor, Rancho Cordova.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the

performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CHILD SUPPORT SERVICES, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: [CEA and Exempt Appointees](#)